



# Iowa Department of Human Services

Terry E. Branstad  
Governor

Kim Reynolds  
Lt. Governor

Charles M. Palmer  
Director

January 12, 2015

Kathy Swenka  
2692 240<sup>th</sup> St. NW  
North Liberty, Iowa 52317

Dear Kathy,

This letter is in regards to the January 9, 2015 compliance check of your Level B, Registered Child Development Home. Iowa Code Chapter 237A and 441 Iowa Administrative Code, Chapter 110, describes specific requirements that must be met by a Registered Child Development Home. The following areas were out of compliance at the time of my visit:

- ☐ 110.5(1) Conditions in the home are safe, sanitary, and free of hazards.
- ☐ 110.5(1) e Electrical wiring shall be maintained.
- ☐ 110.5(1) e All electrical cords are properly used. This means not found under rugs, over hooks, through door openings, etc.

Kitchen area of the home is being remodeled. There is an area on a wall that was cut out that exposed wiring. Provider agreed to have her husband cover this hole when he came home later that day.

- ☐ 110.5(1) a Numbers for police, fire, ambulance, poison information posted by phone.
- ☐ 110.5(1) a Numbers for each child's parent, physician, and a responsible person are accessible by the phone.

Provider did not have this information posted. She did have this information and reported she would put it on the sample form I left with her and post it.

- ☐ 110.5(1) j Emergency and disaster plans for fire and tornado are written and posted by primary and secondary exits.

Provider did not have emergency and disaster plans for fire and tornado posted by the secondary exit.

- ☐ 110.5(1) k Fire and tornado drills are practiced monthly and documentation kept.

Provider did not have any documentation available these drills have been practiced in 2014. A sample form was given to this provider for documentation as one way to meet this requirement.

☐ 110.5(1) n Each smoke detector is tested monthly, and a record is kept for inspection purposes.

Provider did not have documentation smoke detectors are tested monthly in 2014. A sample form was given to this provider for documentation as one way to meet this requirement.

☐ 110.5(1) o Nonsmoking signs posted at every entrance of the home and in every vehicle used to transport children. Signs include telephone # for reporting complaints, and [www.iowasmokefreeair.gov](http://www.iowasmokefreeair.gov).

Provider did not have No Smoking signs posted at every entrance to the home. During the visit she found additional signs she can put up to meet this requirement.

☐ 110.5(1) q All dogs and cats have annual examinations. Records of the exams are on file and must verify that routine immunizations are current and animal is free of endo and ecto parasites.

Provider did not have form 470 – 5153 veterinary health certificate completed and signed by her veterinarian for the family dog. This pet has been examined recently. This form was given to the provider to give to her veterinarian to complete and sign with regard to the recent exam.

☐ 110.5(1) u The provider has written policies about caring for mildly ill children and the exclusion of children due to illness, and informs parents of policies.

Provider has a written policy for caring for mildly ill children. Her policy needs language informing parents she will separate a sick child from others in her care until they are picked up.

☐ 110.5(1) v The provider has written policies about responding to health-related emergencies.

Provider did not have a written policy about responding to health-related emergencies available for review. Information was provided to her as a guideline for writing this policy.

☐ 110.5(2) A provider file is maintained and contains:

☐ 110.5(2) a A physician's signed statement of health and immunization status on the provider and all members of the household who may be present when children are in the home. Statements must be obtained at the time of initial registration and updated every three years.

Provider did not have this information available for her husband.

☐ 110.5(8) Children's Files

☐ 110.5(8) An individual file is maintained for each child and updated annually or when there are changes. Each file contains:

During the visit I did not find a file for Child D. Provider called the next day and stated the file was in the box of children's files I went through. She reported it had all the information required and the parent sheets they completed for her with the required information for the child was June 2014.

☐ 110.5(8) d For infants and preschoolers: An admission physical examination, on the first day of attendance, including past health history, status of present health, allergies and restrictive conditions, and recommendations for continued care when necessary. The date of the exam is not more than 12 months before the child's first day of attendance.

This information was missing in files for Child A, L, P, and S.

☐ 110.5(8) e For infants and preschoolers: A statement of health signed by a physician submitted annually.

The physical for child L was dated 1/3/14. Provider reported this child is scheduled for a physical exam later this month.

☐ 110.5(8) f A list signed by the parent which names persons authorized to pick up the child, their telephone number, and relationship to the child.

This information was not found in any children's files.

☐ 110.5(1) I A safety barrier surrounds any heating stove or heating element.

This requirement was not determined to be out of compliance on this date as the provider is currently not using her basement for child care. We discussed that at such time that she was ready to use the basement for child care there needs to be a barrier around the wood-burning stove.

I have contacted our Central Office with questions regarding the use of farm animals in your program with children. Once I receive clarification from them I will send you a letter with that information.

Non-compliance with any of the mandated regulatory requirements listed above may lead to the cancellation or revocation of your Child Development Home Registration.

**Please take whatever steps are necessary to completely address each of the violations noted above. It is essential you correct all above-mentioned violations within the next 45 days.**

☐ Based on the items out of compliance listed above, a recheck or follow up visit to your home is not necessary. However, it is essential you provide documentation to the Department that certifies you have corrected each of the identified regulatory violations and are now in complete compliance with all Departmental regulatory mandates.

**Please check mark each of the boxes listed above when the necessary corrections have been completed. By doing so, you certify that you have completed all of the mandated regulatory requirements contained within each identified section.**

**I certify that I have taken all of the steps necessary to correct each of the identified violations noted above and am now in complete compliance with all of the Departmental mandated regulatory rules.**

**Please sign and date below, and return this form in the provided envelope by: February 28, 2015.**

X \_\_\_\_\_  
Signature Date

Please do not hesitate to contact me at DHS at 319/892-6803 if you have any questions regarding this letter.

Sincerely,

Social Worker II

Social Work Supervisor

Always Remember:

Child Care Resource and Referral is an excellent resource for providers to access training options and support in your area. You can reach Child Care Resource and Referral at 562-324-3236.

As you plan your future trainings to meet your 24 hours of training requirement, please remember that you need to use only DHS approved training and only 12 hours can be by self-study. You can access the approved training by going to [http://dhs.iowa.gov/sites/default/files/CC\\_Professional\\_Development.pdf](http://dhs.iowa.gov/sites/default/files/CC_Professional_Development.pdf) and you can sign up for training at <http://ccmis.dhs.state.ia.us/trainingregistry/>

All providers need to maintain compliance with rules set out in Iowa Administrative Code, Chapter 110, which includes: 441 IAC 110.5(1): Check with the appropriate authorities to determine how the following local, state, or federal laws apply to you: • Zoning code • Building code • Fire code • Business license • State and federal income tax • Unemployment insurance • Worker's Compensation • Minimum wage and hour requirements • OSHA • Americans with Disabilities Act (ADA).